



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MANEUVER CENTER OF EXCELLENCE
1 KARKER STREET
FORT BENNING, GEORGIA 31905-5000

REPLY TO
ATTENTION OF

ATZB-DT

9 February 2015

MEMORANDUM FOR Maneuver Captains Career Course Students

SUBJECT: Maneuver Captains Career Course Policy Memorandum

1. References.

- a. USAMCoE Regulation 350-10, Resident Academic Policies and Records Administration, 01 JAN 02.
- b. TRADOC Regulation 350-10, Institutional Leader Training and Education, 12 AUG 02.
- c. Army Directive 2012-20, MFR, Physical Fitness and Height and Weight Requirements for Professional Military Education, 17 SEP 2012.
- d. AR 600-9, The Army Weight Control Program, 27 NOV 06.
- e. MCoE Regulation 210-5 Installations, 22 FEB 12.
- f. AR 350-1 Army Training and Leader Development, 19 AUG 14.

2. PURPOSE. To prescribe academic policies, procedures, and responsibilities for administration of students enrolled in the Maneuver Captains Career Course (MCCC) set by the course convening authority, the Director, Directorate of Training (DOT).

3. GENERAL. The MCCC provides a challenging course of instruction that prepares students to perform the toughest jobs our Army may ever have to face: winning in a complex world. The MCCC is the premier leader development course at the Maneuver Center of Excellence (MCoE). The MCCC focuses on mastery of the fundamentals of combined arms war fighting at the tactical level across the range of military operations to prepare graduates for the future of the Army's maneuver forces. It uses small group instruction and the Adult Learning Model to train students how to think on the battlefield and succeed as future company commanders and battalion to brigade level staff officers. Small groups generally consist of 16 U.S. Army, U.S. Marine, and International Military Students (IMS) and may not exceed 18 students per small group in Company Phase and 20 students in Battalion Phase. The principal evaluation tool is oral evaluation which provides students immediate feedback and assesses student tactical decision-making thought processes and abilities. Students are evaluated on their ability to visualize company-level tactical operations and express that visualization orally and in writing; mastery of the Troop Leading Procedures (TLPs); their development of unit training plans; their performance as a battalion to brigade level staff officers in the Military Decision Making Process (MDMP); their application of the fundamentals of battalion to brigade level operations, and their mastery of written communication skills. Finally, MCCC ensures and develops care for Soldiers and Families as well as encourages community outreach within the course.

4. PRE-COURSE STUDY RECOMMENDATIONS. Students should note that previous editions of MCCC course materials, practice examinations, study guides, quizzes and tests etc. are not endorsed by MCCC and may not accurately reflect current doctrine, references, symbology, and testable material. Students should refer to the MCCC website at <https://www.benning.army.mil/mcoe/dot/mc3/> to assist their preparation for the course. In particular, the entrance exam study guide provides a list of doctrinal publications and concepts that greatly assist course preparation. Students in MCCC discuss the book, Black Hearts: One Platoon's Descent into Madness in Iraq's Triangle of Death, by Jim Fredrick. Prospective students may wish to acquire and read this book before attending the course due to other homework requirements during the course. All Infantry, Armor, Cavalry, and other interested leaders should refer to the Maneuver Self Study Program (MSSP) at <http://www.benning.army.mil/mssp/> to assist in study within the self-development domain.

5. ENROLLMENT REQUIREMENTS. U.S. Army students, U.S. Marine students, and international officers are assigned to B/3-81 AR (Provost Battalion), the Marine Detachment, and C/3-81 AR (Provost Battalion) respectively. Students take an entrance examination typically within the second week of the course. Students are entitled to one retest no more than seven days after an initial failure. Students who fail the entrance examination do not enter into the course. All U.S. students must pass the Army Physical Fitness Test (APFT) and meet body composition standards in accordance with AR 600-9, The Army Weight Control Program. As per Army Directive 2012-20, successful completion of the APFT and height and weight screening is mandatory for course enrollment. Officers on temporary profile and unable to meet this requirement may not enroll. Officers on permanent profile may enroll with an official military profile (DA 3349) from their assigned unit and conduct an alternate cardiovascular event in accordance with FM 7-22. An initial APFT and height and weight screening typically take place within the first three days of the course. Students may retest the APFT and/or height and weight screening no earlier than seven days and no later than 24 days after the initial failure. Students who fail the initial APFT and/or height weight screening are not entered into the course. Students who subsequently fail to meet physical fitness and or height and weight standards are removed from the course and receive a DA Form 1059 (Service School Academic Evaluation Report) with block 11d annotated "Failed to Achieve Course Standards." Students who fail to achieve course standards, including entry standards, may not enroll in MCCC for six months after their dismissal. The six month waiting period begins on the day after the DA Form 1059 is completed or on the day after the student is non-entered into the course.

6. ACADEMIC POLICY.

a. Grading and Graduation Requirements. Academic graduation requirements are assessed on a point scale maintained by class within a grade book. A student's academic average upon graduation is based on a cumulative average for all point graded events conducted during the course. Certain events are "course-critical." Course-critical events are graduation requirements. Students who fail a course-critical event will retest once after re-training. Only course critical events or entry events will be re-tested. Failure to achieve a passing grade after one retest on any course-critical event will result in the student being declared academically deficient and may result in the student being recycled or referred to a faculty board.

(1) Examinations and Evaluations. Students must take all examinations unless granted an exemption under the provisions of MCoE Regulation 351-10. The minimum passing score for all examinations is 75 percent (65 percent for IMS). Examinations and quizzes with allocated points will determine a student's academic average. The entry requirements of the initial APFT and the entrance examination are assessed as GO/NO-GO and do not factor into the academic average. One retest will be authorized after retraining. The maximum attainable score on a retest for purposes of computing the student's academic average is 70, regardless of the actual test score. It is the student's responsibility to attend all scheduled retests. Students who fail or have an unexcused absence for a retest may be referred

to a faculty board and subsequently declared non-graduates. In exceptional cases, students may request an exception to policy for additional re-tests of a course critical task from the Director through the Team Chief.

(2) Combined Arms Operations Assessment. The SGL evaluates each student on his ability to develop sound tactical plans through the application of the Troop Leading Procedures (TLPs), Military Decision-Making Process (MDMP), Intelligence Preparation of the Battlefield (IPB), applicable doctrine, and proven techniques. The SGL assesses the student's overall performance for combined arms operations as GO or NO-GO for each phase of the course, based upon briefings, written products, quizzes, and Professional Officer Qualities (POQ). To receive a GO, a student must have at least a 75 percent overall Grade Point Average (GPA). A student whose overall GPA at the end of Company Phase is 70-75 percent (academically marginal) may progress forward to Battalion Phase upon recommendation of the SGL to the Team Chief.

(3) Physical Fitness. Students and SGLs conduct Physical Training (PT) on all duty days with at least three PT sessions per week conducted as complete seminars. Students also participate in the Ultimate Football League (UFL) as part of the MCCC physical fitness program during Company Phase. U.S. students over the age of 40 must complete a cardiovascular screening in accordance with AR 40-501 (Standards of Medical Fitness). In accordance with AR 350-1, paragraph 3-13c, students must pass the APFT in accordance with current Army standards to graduate in an academically proficient status and therefore the APFT is course-critical. Students will take a record APFT within the first week of the course and prior to graduation to assess their fitness readiness. If a student fails the record APFT, the student will have no less than seven days and no more than 24 days to take a retest. If the student fails the final APFT retest he will be academically relieved from the course. A student who must take a retest and subsequently passes is only eligible to receive 60 percent of the points assigned to the APFT within the grade book, regardless of score.

(4) Combatives. All unqualified students, including IMS, complete the Basic Combatives Course during MCCC. Exceptions are granted by the Team Chief based on special considerations such as medical conditions. Students may also compete to attend the Advanced Combatives Course during MCCC based on demonstrated performance, potential, and course availability.

(5) Quizzes. Quizzes examine the student's ability to understand and apply doctrinal concepts and are conducted for all modules of the course. Relevant Combined Arms Integration Division (CAID) instruction is included in module quizzes. No individual quiz is a course critical event and individual quiz failure will not result in a student being declared academically deficient. However, each student must maintain an overall minimum quiz average of 75 percent (65 percent for IMS) for each phase of the course. Failure to maintain this average will result in the student being declared academically deficient and result in referral to the Director, DOT for disposition.

(6) Company Operations Orders (OPORDs). Each Company Phase module of instruction culminates with students applying doctrinal lessons by planning and briefing a company/team level operations order to an SGL in accordance with standards outlined in ADRP 5-0 and class discussion. Following the OPORD briefing, SGLs give detailed after action reviews to improve future student performance. Students who fail an OPORD briefing receive retraining before re-briefing their order for a grade of 70 percent. While no single Company Phase OPORD is a course-critical event, students who fail to pass at least one Company Phase OPORD with a first time GO are academically deficient. The Team Chief will refer such students to the Director, DOT for disposition as outlined below in paragraph 6.b.3.

(7) Company Comprehensive Examination. This is a course-critical event. Students must demonstrate the required knowledge for all Company Phase Tactics, CAID, and Common Core instruction with a score of 75 percent or greater (65 percent for IMS).

(8) “Battle Forge” Company OPORD Final. This is a course-critical event. Students must plan and brief a company/team level operations order in a time constrained environment in accordance with standards outlined in ADRP 5-0 and class discussion. This OPORD is an individual event. To graduate, students must achieve at least a marginal GO on this OPORD. Students who fail Battle Forge will be afforded one retest opportunity. The retest OPORD briefing will be conducted before a faculty board of SGLs with a Senior SGL as President of the board. Students who pass the retest will only receive 70 percent of points for the event regardless of level of improvement. The Director, DOT declares students who fail the final Company OPORD retest academically deficient. As this retest is conducted before a faculty board, no further board proceedings are required for disposition.

(9) Course Comprehensive Final Examination. This is a course-critical event. Students must demonstrate a comprehensive mastery of all Tactics, CAID, and Common Core instruction covered during MCCC.

(10) Communication Skills Exercises. These are course-critical events. U.S. students must pass the graded written assignments, excluding the Battle Analysis paper, with an overall average of 70 percent or greater to graduate. These assignments are individually graded but entered as a combined score for academic percentage purposes. Students must also pass the Battle Analysis paper specifically with a 70 percent to graduate. Students must rewrite individual assignments as required by the Communication Skills Branch.

(11) Professional Officer Qualities (POQ). POQ are used to evaluate a student’s performance and attitude outside of his examination scores. POQ points are assigned at the end of Company and Battalion phases, and represent approximately 20 percent of a student’s overall academic assessment. Seminar averages for POQ point allocation will always equal 87.5 percent. POQ points are assigned based on several factors. SGLs examine overall professionalism defined in the areas of application, maturity, enthusiasm, confidence, loyalty, selfless service, integrity, etc. as well as class participation, power of expression, and self discipline.

(12) International Military Students (IMS). The IMS must complete the course with an overall average of 65 percent or greater and pass all course critical tasks with the exception of the staff communications exercises and the APFT. The IMS must attend all instruction and take all examinations unless specifically exempted by proper authority. They may use a paper translation dictionary during quizzes and examinations, but it may not contain any added notes. Using a paper translation dictionary with added notes during a quiz or examination constitutes a breach of the USAMCoE honor code. Although the IMS will not be accountable for quizzes or examinations relating to instruction missed during official travel with the International Military Student Office (IMSO), they will receive constructive credit for applicable questions. Departments may offer the missed instruction on a voluntary basis to the IMS upon their return.

(13) Failure to achieve course standards. Students who fail to meet the standards established in this memorandum cannot graduate and may be relieved (declared a non-graduate), recycled, or referred to a faculty board for an appropriate disposition recommendation.

(14) At any time prior to graduation, the Director may refer USAMCoE students to a faculty board based upon academic shortcomings (including academically marginal and academically deficient students), leadership deficiencies, disciplinary problems, acts of misconduct, honor violations, lack of

motivation, lack of adaptability, or otherwise failing to satisfy standards for graduation. All students will be referred to faculty boards prior to final action by the Director to adversely relieve those students (see paragraph 12, pg. 25 USAMCoE (formerly USAIS) 351-10).

b. Student Proficiency Definitions

(1) Academically Proficient: the student who has passed all course-critical tasks and has achieved an academic average of 75 percent or greater (65 percent or greater for International Military Students [IMS]).

(2) Academically Marginal: the student who has passed all course-critical tasks and achieved an academic average greater than 70 percent but less than 75 percent (greater than 60 percent but less than 65 percent for IMS). Students who are academically marginal at the completion of the course may not graduate. The Senior Faculty Advisor (MCCC Team Chief) will refer the student to the course convening authority, the Director, DOT, who will assess the student's qualification for graduation. The student's Academic Evaluation Report (AER) will reflect marginal achievement of course standards.

(3) Academically Deficient: the student has an academic average of less than a 70 percent (less than 60 percent for IMS), has failed all Company Phase OPORDs, or the student failed the retest of any course-critical task. The Team Chief will refer academically deficient students when identified to the Director, DOT, for disposition. The Director may convene a faculty board which may recommend one of the following: declare the student a non-graduate with relief from the course, recycle the student into another course, or retrain and re-test the student as an exception to policy. The Director will consider the student's record, Small Group Leader (SGL) and Team Chief recommendations, and written or verbal comments from the student as applicable. The academically deficient student's AER will reflect either a failure to achieve or a marginal achievement of course standards with applicable comments concerning the circumstances of the referred report.

c. Recognition of Academic Excellence. Students who significantly excel beyond their peers will be appropriately recognized at graduation with awards and/or appropriate notation on the DA Form 1059 (Service School Academic Evaluation Report).

(1) Distinguished Honor Graduates. The Team Chief will select one U.S. officer and one IMS officer from the Commandant's List as the Distinguished Graduate and Distinguished International Graduate, respectively.

(2) Commandant's List. The Commandant's List recognizes exceptional performance during MCCC and is limited to the top 20 percent of the U.S. student population to include any IMS student who falls within this 20 percent. The MCCC cadre selects students for the Commandant's List based upon both academic performance and SGL appraisal of the whole man concept. A student is ineligible for the Commandant's List for unprofessional or undisciplined behavior, first time failure of a course-critical event, academic average of less than 75 percent, and/or a previous course attempt.

(3) Distinguished Writer Award. The Director will select the MCCC Distinguished Writer based on the recommendation from the Communications Skills Branch.

(4) Colonel Ralph Puckett Leadership Award. The MCCC presents the Colonel Ralph Puckett Leadership to the student who has demonstrated exceptional leadership traits throughout the course. Team Chief selects the recipient based on the recommendation from the SGLs.

(5) Iron Mike Award. The MCCC declares the students with the highest score during the Iron Mike PT competition as the class "Iron Mike." The standards of the competition are outlined during each class as the competition may vary based on location, recourses, etc.

(6) The Captain Travis Patriquin Award. The MCCC presents the Patriquin Award for regional expertise and cultural understanding. The Director selects the recipient from several Team Chief nominees based on the quality, demonstrated analysis, and application of themes examined within cultural assignments, especially written assignments.

7. ACADEMIC COUNSELING. SGLs will counsel students on a regular basis. At a minimum, SGLs provide initial counseling during "First Battle" and "Second Battle," a mid-point counseling during both Company and Battalion phases, and a final counseling at the end of both Company and Battalion Phases. Additionally, SGLs must perform event-oriented counseling when appropriate to include, but are not limited to, unexcused student absences, failure of an examination, failure of a hands-on performance evaluation, failure of a course critical assignment, and any suspected act of misconduct.

8. HONOR CODE.

a. General.

(1) USAMCoE Honor Code. This honor code applies to all USAMCoE courses of instruction: *a Soldier will not lie, cheat, steal, or tolerate those who do.* Any student who knows of an honor code violation but fails to report it also commits an honor code violation. Any student found guilty of an honor code violation by a faculty board may be relieved from the course by the Director and may face disciplinary action as well.

(2) Explanation. The honor code does not stifle individual academic freedom or deny sharing of knowledge or interaction with fellow students. Instructors will inform students when they are permitted to work together to complete an examination, evaluation, or assignment. As a general rule, any work for which academic points are awarded is individual work. The SGL is the approval authority for allowing exceptions to this rule.

(3) Plagiarism. Plagiarism occurs when a student borrows written material from another writer but fails to credit the original writer with the work. When a plagiarized writing is presented to a USAMCoE instructor, it deceptively leads the instructor to believe the writing is the student's product when, in reality, it was written by someone else. Such deception violates the USAMCoE Honor Code. If the instructor concludes that a student committed plagiarism on an examination or assignment, the instructor will forward all available evidence through the chain of command to the course convening authority.

(4) Violations. Honor code violations are punishable under various provisions of the Uniform Code of Military Justice or state equivalents. The Director may refer students to an Academic Faculty Board for the offense in accordance with MCoE Regulation 351-10. The procedures for violations are as follows:

(a) Both students and instructors must report suspected honor code violations to the SGL and Team Chief of the student concerned. The first-line supervisor receiving the report will collect all available evidence, including witness statements, and immediately forward this information through the academic chain of responsibility to the Director.

(b) If, after reviewing all available evidence, the SGL, Team Chief, or Chief of Tactics believes an honor code violation has occurred, he will immediately refer the matter to the Director with

his recommendation. Team Chiefs forward a comprehensive written report of the investigation, to include witness statements to the Director within 48 hours of the conclusion of the investigation.

(c) Upon receipt and review of the suspected honor code violation, the Director may refer the student concerned to a faculty board using the procedures outlined in paragraph 12g, USAMCoE 351-10. Before the Director refers the student to a faculty board, he will notify the student in writing that the student is suspected of committing an honor code violation, that the Director is referring the student to a faculty board, and that the faculty board may recommend that the director relieve the student from the course. If declared a non-graduate by the course convening authority, the student shall receive an adverse AER reflecting the honor code violation.

(d) In cases where a faculty board recommends relief of an IMS to the Director, the Director's decision to adversely relieve the IMS is subject to final approval by the Security Assistance Training Field Agency (SATFA). The Director is also responsible for notifying SATFA, via IMSO, as soon as he suspects the student of an honor code violation.

9. ABSENCES.

a. U.S. Students. U.S. Students must attend all scheduled classes and training events unless they are on approved leave or pass. For U.S. Army students, the B/3-81 company commander is the approval authority for all leave. SGLs may approve a pass for four hours or less. Team Chiefs may approve a pass for more than four hours and up to two days. Passes for weekends or holidays are routed through the SGL and approved by the company commander. Students are prohibited from missing more than four hours of instruction without approval. The Chief of Tactics approves requests for missing more than two days of instruction. The Director may relieve students from the course on compassionate grounds without adverse effect that are unable to meet the course standards for reasons such as emergency leave. Such students may return to the next available class.

b. International Military Students. Except for bona fide emergencies, IMS will attend all scheduled classes unless the training schedule stipulates otherwise. Exceptions noted on the training schedule include training not pertaining to IMS as defined by MCoE and mainly include classified briefings. The IMSO commander may authorize IMS excused absences from scheduled instruction to attend scheduled informational program activities coordinated by the IMSO. IMS will not be responsible for material presented during that period of absence.

(1) IMS Physical Training. In accordance with paragraph 10-30(b), AR 12-15, Joint Security Assistance Training, IMS shall participate in all scheduled physical training. Also in accordance with paragraph 10-30, IMS do not need to pass the APFT as a graduation requirement; however, this does not preclude administering the APFT to IMS in all MCoE resident courses. The APFT counts for course points for IMS in the same manner as for U.S. students as outlined above. The IMSO commander will ensure that IMS age 40 and over complete cardiovascular screening and receive medical clearance before participating in physical training.

(2) IMS Leave and Passes. IMS will follow the same procedures for leave and passes as U.S. students. The IMSO commander will approve a request for leave or pass with the following stipulations: IMS will submit requests for pass or leave seven days in advance and will include the time frame, justification, training missed, exact pass location, and telephone number. The request will include a recommendation from the SGL. IMS may request an authorized absence through their SGLs and Team Chief to observe up to two national holidays such as the IMS's Armed Forces Day and Independence Day. The IMSO commander may deny the request based upon the IMS's academic progress in MCCC.

c. Religious Accommodation. The USAMCoE accommodation for all students' religious practices shall comply with the provisions of paragraph 5-6, AR 600-20, Army Command Policy. Army policy is to accommodate religious practices when they will not have an adverse impact upon the military mission, to include the training mission. AR 600-20 encourages unit commanders to accommodate the unique religious worship requirements of their Soldiers, including IMS, when mission requirements permit. However, accommodation of a student's religious practices cannot be guaranteed at all times, but must depend on military necessity. SGLs or Team Chiefs may need to deny requests for accommodation of religious practices if they conflict with critical training events, including written examinations or hands-on performance evaluations, which are course-critical.

d. Make-Up Instruction Due to Excused Absences. The student, not the academic directorate, is responsible for making up academic instruction prior to an examination. The student can arrange make-up instruction by contacting the particular directorate or instructor and requesting material or supplemental instruction. Assistance may be in the form of issued instructional material or informal directorate highlights of key training objectives. SGLs are not required to re-teach missed classes, nor will SGLs reschedule written examinations or hands-on performance evaluations solely because a student missed periods of instruction.

e. Excused Absences from Written Examinations, Hands-on Performance Evaluations, or Course-Critical Assignments.

(1) Students must make up missed written examinations, hands-on performance evaluations, and course-critical assignments. The student must coordinate with the appropriate academic instructor for scheduling the make-up examination, evaluation, or assignment within 24 hours of returning to duty. Students returning to duty on weekends or holidays will contact their SGLs prior to 1200 on the next scheduled class day. SGLs are not responsible for contacting students. Any student who fails to contact his SGL within the prescribed time will receive a zero or NO-GO score for the examination, evaluation, or assignment and may be referred to the Director for possible administrative action.

(2) The Director, on a case-by-case basis, may excuse individual students from making up written examinations, hands-on performance evaluations, or assignments missed due to authorized absences. If justified, the student may receive credit for the missed examination, evaluation, or assignment, subject to the determination that such credit will not place the student at an unfair advantage or disadvantage. As the course convening authority, only the Director is authorized to grant this credit.

(3) SGLs, at their discretion, may allow students to participate in an examination, evaluation, or assignment who arrive less than 30 minutes late due to an excused absence. Students who arrive more than 30 minutes late due to an excused absence will not participate. In either case, students who do not participate due to an excused absence must reschedule the examination, evaluation, or assignment as outlined above.

f. Unexcused Absences from Written Examinations, Hands-on Performance Evaluations, or Course-Critical Assignments. Students absent from an examination, evaluation, or course critical assignment due to an unexcused absence will receive a grade of zero or NO-GO for the evaluation or assignment. Students who receive a zero or NO-GO due to an unexcused absence may be referred to the Director for possible administrative or disciplinary action.

g. Extended Absences. SGLs will refer students to the Director who, due to an excused absence, misses two or more written examinations, hands-on performance evaluations, or course-critical assignments for possible administrative action, including the referral to a faculty board. The Director may permit the student to reschedule the examinations, evaluations, or assignments. The Director may also

grant credit for the missed examinations, evaluations, or assignments provided that such credit does not place the student at an unfair advantage or disadvantage. As the course convening authority, only the Director is authorized to grant this credit.

10. **ACADEMIC EVALUATION REPORTS (AERs).** Under the provisions of AR 623-3, Academic Evaluation Reporting System, SGLs will prepare an AER for each student in their seminar showing whether the student exceeded (Commandant's List only), achieved, marginally achieved, or failed to achieve course standards based upon the student's overall performance. The report should indicate demonstrated performance in the areas of written and oral communications, contribution to group work, research ability, and leadership skills based upon performance if placed in a designated leadership position. Additionally, the report will indicate whether the student meets standards for body composition and physical fitness. SGLs will provide comments regarding demonstrated potential for service as a company commander, battalion staff officer, and brigade staff officer. The procedure for AERs is as follows:

a. SGLs prepare and Team Chiefs review AERs. The rating chain will complete AERs in accordance with AR 623-1. MCCC teams forward complete AERs through B/3-81 AR to MCoE G-3 Academic Records for upload into iPERMS following class graduation. Reviewing officers distribute student copies of AERs, typically following graduation, as part of student sign out procedures.

b. SGLs refer AERs containing adverse or derogatory information to the rated individual for acknowledgement and/or comment in accordance with procedures outlined in AR 623-3. SGLs must fully explain the circumstances related to the adverse or derogatory information on the AER in item 16, comments. SGLs leave item 13 blank on AERs for students relieved from a course of instruction for administrative rather than adverse reasons (i.e. medical, compassionate, or hardship reasons). SGLs need not refer the report to the rated individual.

c. **IMS.** The IMSO commander prepares evaluation reports for IMS on DA Form 3288-R, Academic Report Foreign Student Attending Service Schools, in accordance with AR 12-15. The IMSO commander will prepare reports using available academic records and comments from faculty advisors or the designated rating officials. The IMSO commander uses the DA Form 1059 prepared by the SGL for providing input to the IMSO.

11. **INFORMATION SYSTEMS REQUIREMENTS.** MCCC students are issued laptop computers and have access to the internet and an internal shared drive. Files useful to MCCC students are Microsoft Office based, primarily using Microsoft Word, Excel, and PowerPoint programs. Doctrinal publications from the Army Publishing Directorate require Adobe Acrobat Reader for viewing. MCCC does not provide any removable media such as CDs or DVDs of course material, manuals, etc. Students may transfer such materials to personal systems by approved means. For best results in accessing all materials from personal computers, students should download Word viewer and PowerPoint viewer if they do not own Microsoft Office and Adobe Acrobat Viewer for viewing field manuals and other doctrinal publications. Internet access is also an essential resource, enabling students to conduct research for course requirements.

ATZB-DT

SUBJECT: Maneuver Captains Career Course Policy Memorandum

12. The point of contact for this memorandum is CPT(P) Garvin at 706-626-2348 or wilford.l.garvin.mil@mail.mil.

A handwritten signature in black ink, appearing to read "Timothy C. Davis", is positioned above the printed name.

TIMOTHY C. DAVIS
COL, AR
Director of Training